

**Carlisle Council On Aging Board Meeting**  
**March 18, 2014**  
**Carlisle Town Hall – Clark Room**

Board Members Present: Liz Bishop, Elizabeth Acquaviva, Melinda Lindquist, Peggy Hilton, Lillian DeBenedictis, Joanne Willens, Tom Dunkers. Associate Members Present: Sandy McIlhenney, Stephanie Blunt. COA Staff Present: Angela Smith, Debbie Farrell, David Klein. Friends Representative: Holly Salemy. Guests: Ralph Anderson, Helen Lyons, Donna MacMullen, Reuben Klickstein, Love Seawright, John Ballantine

The Meeting commenced at 10:40 am with introductions. Liz Bishop, Co-Secretary, presided.

**Secretary Minutes** – A motion was made by Joanne Willens to approve the January Minutes prepared by Elizabeth Acquaviva. Motion was seconded and approved by voice vote.

**Treasurer's Report** – David Klein presented the financial reports prepared by Verna Gilbert and commended Verna for her attention to detail in this area. The topic of where the General Fund stands through the first 7 months (58% usage) was discussed. Overall, the budget is in good shape especially with respect to grants. An effort to use the entire Friends' Grant is being made this year. A motion was made by Joanne Willens to accept the January and February Treasurer's Reports. Motion was seconded and carried by voice vote.

**Social Worker's Report:** A single report covering January and February activities was submitted by Peter Cullinane. Angela Smith indicated that Peter is working with several seniors who are having difficulty aging in place.

**Outreach and Program Manager's Report:** Angela informed the Board that the monthly coffee will continue this summer with Jace Tilton hosting sometime in July and Sandy McIlhenney the first Monday in August. Angela is seeking dry storage space for a donated hospital bed and it was suggested that she contact the Historical Society to inquire if they have a space. Angela discussed the informative Minuteman High School Clark Farm presentation held on March 7 as well as a new Tai Chi instructor being tried in May. A motion was made by Joanne Willens to accept the January and February reports submitted by Angela Smith. The Motion was seconded and carried by voice vote.

**Director's Report including Transportation Report:** David included a copy of the COA 2013 Annual Town Report along with his Director Reports. He noted he was able to use the My Senior Center system to pull together a full year's worth of statistics for the COA Town Report in addition to data from Angela's extensive tracking. Each year going forward, a copy of the COA Town Report will be included as part of the Director's Report. Topics of discussion were the Concord Carlisle Community Chest site visit, the Transportation Survey, and the formation of a Search Committee to replace the COA Administrative Assistant who is relocating. David provided a copy of the Transportation Survey Results to the Board. Liz Bishop commended the COA staff for their efforts in surveying town residents to identify transportation needs. The Transportation Survey Results will be discussed later in the meeting. David noted that he and Debbie Farrell had met with the Transportation Committee and he asked Debbie to make a presentation to the Board. Debbie provided a copy of the April Driver's calendar and explained the process of scheduling and communicating with van drivers in advance of their shift. She indicated that although there is still a data entry aspect, the My Senior Center system has helped streamline and organize the transportation process including the ability to generate statistics in various report formats with accurate information and has freed up some of her time. Also, all COA staff can readily access information in her absence. With My Senior Center, a visual representation to support current and future transportation needs is readily available. Debbie had her first transportation request and a Meals on Wheels request from Benfield Farms. Angela feels the COA services will increase significantly with the addition of Benfield. Liz Bishop suggested trying to track Benfield needs, if possible, over time. David discussed the frequency of issuing some reports and including narrative when stats are affected by weather or other circumstances for budget purposes. A motion was made by Joanne Willens to accept the February and March Director's Reports including Transportation submitted by David Klein. Motion carried by voice vote.

**Senior Day Trips** - Joanne Willens gave an update on recent and upcoming offerings that are advertised in the Carlisle Connection Newsletter and the Mosquito. Joanne has found this winter's frequent snowstorms to be a challenge even for local lunch reviews. However, a trip to a play happened this month. In April, she has arranged a trip to a luncheon in Natick, a trip to Merrimack Outlets, and a play/buffet/cabaret in Newport which has 17 seniors signed up and requires 2 vans. Joanne noted that more new seniors are attending these trips. Sandy

McIlhenny reported that the Boston Flower Show trip was a success and she plans to organize it again next year. Although 26 registered, 6 cancelled due to snow. Sandy would like to organize another Budweiser tour as well with lunch at the Common Man. Liz Bishop commended them for volunteering their time to planning these trips.

**Friends Update:** Holly Salemy indicated there is one more Art Matters presentation to be held at St. Irene's and about 70 people have attended early presentations. In April, the Health series begins. She announced the Friends approved the purchase of two televisions at their last meeting at the request of the COA; one for the Sleeper Room and the other for the Benfield Farms Community Room with a condition that the Friends are allowed to use the Benfield Farms Community Room at no charge. David is following up on this and will hopefully get the no fee in writing. The Friends' Annual Meeting is scheduled for June 1 and they are in the process of searching for a guest speaker. The Friends are working on nominations for next year's Board. Angela noted the Health Series is available to anyone and urged Board Members to spread the word to sign up. Liz Bishop requested Holly pass on to the Friends Board that the COA Board meetings will be held in the evening starting in April.

**MMSS** - Liz Bishop read Jean Sain's update on Minuteman Senior Services as follows: There was no Minuteman Senior Service Board Meeting in February due to a snow storm. In March a Legislative Breakfast and Board Meeting was held. The topic was "Strengthening the Home Care Workforce Budget Priorities for FY15". Present were: Rep. Ken Gordon, Rep. Kate Hogan, Sen. Donnelly, Rep. Stanley, Jim Miceli and Brendon Burger, Aide to Sen. Barrett. A few of the legislators spoke briefly and were very supportive of MMSS. Elder Lobby Day at the State House is March 24<sup>th</sup>, 11 am to 2 pm. Anyone wishing to attend let Joan Butler know by March 18. Approximately 10 people from Minuteman are expected to attend. March is Meals on Wheels month and we're encouraged to invite a local official to accompany a MOW driver on a delivery route. If you would like to suggest an elected official or town leader, contact Diane Taylor at: [d.taylor@Minutemansenior.org](mailto:d.taylor@Minutemansenior.org). Over 30 "local celebrities" have already committed to accompany MOW driver. Liz Bishop is appreciative that Jean attends these month meetings and reports back to the COA Board.

**Old/New Business:**

Transportation Survey – David Klein passed out an Excerpt from the January Transportation Survey and wanted the Board to see that there were comments and suggestions even from residents that don't require services. He did not provide names to ensure confidentiality. He received 145 responses. David pointed out that the definition of a senior nationally is 65 and over and statewide it is 60 and over. Since we receive assistance from LRTA, we are required to have in our transportation policy that we provide transportation for seniors and disabled adults. It should be noted that the LRTA grant money comes from Carlisle, goes to the State and comes back to us. However, we would not get the grant money if we did not have a relationship with them. David noted that he read a report that indicated that nationally there were 10.7 billion rides taken on public transportation in 2013. It is the highest figure in 60 years. Within the last couple of years, the Governor issued Executive Order 530 in the State which mandates increasing transportation resources. If we get more grant money, it will probably be due to the EO530. An Advisory Committee should be formed to determine how to use a transportation grant. David thought it should be comprised of either Tim Goddard or Larry Barton along with 2 people from the disabled community, 2 non disabled or non seniors, and 2 from the Transportation Committee.

John Ballantine, Highland Building Committee III, gave a presentation on the possible use of the Highland Building as a Community/Cultural Center. He discussed the outcome of a random sample of 400 town residents and an architect's design for a community/cultural center. He also discussed operating costs and other similar spaces in surrounding towns. A Motion was made by Melinda Lindquist to extend the meeting by 5 minutes. The motion was seconded and carried by majority voice vote with one against extending. Numerous questions were raised regarding location and size of space, capacity as well as parking availability. No Board discussion or vote was taken after the presentation.

A motion was made to adjourn the meeting by Joanne Willens and seconded. Motion carried by voice vote. Co-Secretary, Liz Bishop, adjourned the meeting at 12:40 pm. **Next Meeting Town Hall Clark Room at 7:00 pm on April 15, 2014.**

Elizabeth Acquaviva  
COA Board Co-Secretary